



# **Volunteers in School Policy**

**Date: September 2024**

**Review date: September 2025**

### Policy Changes

Date	Actions
September 2021 September 2023 September 2024	New policy Reviewed and updated Reviewed and updated

### Health and Safety Leader

Date	Leader
September 2021 September 2024	Andy Done Andy Done

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## Mission Statement

*At Masefield we believe that all our children can achieve, becoming successful future citizens that contribute positively to a society in which all members are equally valued.*

*High aspirations, high motivation and high outcomes for all, ensure that achievement gaps wherever they exist are narrowed in order to improve pupils' life choices and future prospects.*

*We strive for all of our children to be safe, feel valued, develop resilience and continually learn within our nurturing and supportive community.*

*At Masefield, our children BELIEVE, ACHIEVE and SUCCEED!*

## 1. Introduction

We want our school to be open and welcoming to all who would like to support our pupils. However, our overriding concern is for the safety of the young people in our care. This document sets out our school's policy, which is to ensure that the pupils benefit from as much help and support as possible, and are provided at the same time with the best possible security.

The school has a variety of adults working on the premises at any one time. This can be categorised as follows:

- Paid full- or part-time staff employed by the school:
  - teachers
  - teaching assistants
  - site staff
  - cleaners
  - IT Technician
  - lunchtime supervisors
  - school admin staff
  - sports coach
  - music teachers
- Other workers employed by another organisation:
  - School Nursing Staff
  - Speech & Language Therapists
  - Occupational Therapists
  - Physiotherapists
  - Educational psychologists
  - Behaviour support service workers
  - Social workers

This policy sets out the arrangements for volunteer helpers only. Volunteer helpers support the school in a number of ways, including:

- supporting individual pupils
- hearing pupils read
- helping with classroom organisation
- helping with the supervision of children on school trips
- helping with group work
- helping with art or subjects involving other practical activities

Volunteer helpers are not allowed to do the following activities:

- take responsibility for all or some of the whole class
- facilitate personal care in any respect

- supervise children engaged in PE or other specialist activity
- take children off the school site without a teacher in charge.

The responsibility for the health and welfare of the pupils remains with the class teacher at all times.

## 2. Definition of a volunteer

Volunteers can be divided into 2 groups, either 'occasional' or 'regular'.

- **Occasional** can be defined as volunteers or parents who only accompany staff and children on one off outings or trips that do not involve over-night stays, or who only help at specific one-off events e.g. a sports day, school fete. It would be expected that occasional volunteers would be supervised by a 'regulated' member of staff e.g. teacher and would not be left unsupervised.
- **Regular** volunteers can be defined as those who help 3 or more times in a 30 day period, once a month or more or on an overnight stay. If regular volunteers are unsupervised the school will require an enhanced DBS certificate with barred list check

All those wishing to volunteer in school will complete an application form.

## 3. Recruitment of volunteers

Occasional volunteers would usually be parents or carers who come in to help on a one off outing or occasion and would not be recruited as such to the position of volunteer. They would not be required to go through a recruitment process including the taking up of DBS checks. This would be at the Head of School's discretion and where there are known concerns about a parent or other occasional volunteer it would be at the Head of School's discretion not to engage this person as an occasional volunteer.

Regular volunteers would be in a position of trust within the school and even where they are not left unsupervised with children, should always go through a recruitment process. The school should also take into consideration any knowledge they have of the person in their relationship with the school as a parent, grand-parent, previous employee, governor, committee member etc. when deciding if this person will be trustworthy and make a valuable contribution to the school in the capacity of volunteer.

The recruitment process will include:

- DBS checks for all and a barred list check where volunteers have unsupervised access to children and young people.
- Informal Interview with Deputy Head of School or nominated senior member of staff to include discussion about previous work or contact with children, safeguarding and advise of the school's safeguarding policy, confidentiality, being in a position of trust, any transferable risks
- 2 references (one of which should, where possible, relate to involvement with children/young people) This should relate to recent paid work or volunteering wherever possible including the last known employer
- Completion of a volunteer recruitment form which includes personal details, background, skills, types of activities they would like to help in, times they are available.

Where volunteers have been recruited by another organisation and work in an educational establishment, e.g. sports coaches from a local club or early-years activity provider, the establishment should obtain assurance from that organisation that the person has been properly vetted and has the correct level of DBS required for their role.

#### **4. Recruitment and Disclosure and Barring Service (DBS) check**

DBS Checks are checks carried out to identify whether or not individuals working in an unsupervised activity with children are suitable to do so. This is because it is known that a small minority of people use this route to gain the confidence of children before causing them harm.

*See Appendix 1 for KCSIE guidance.*

Having a criminal record does not automatically prevent an individual from being a volunteer. The Head of School would consider the details of the criminal record and balance this against the activities the individual is to undertake. Advice may be required from HR services in order to make this decision.

If a volunteer commits a criminal offence during their time as a volunteer they must disclose this to the Head teacher in the same way that any employed member of staff should. The Head of School will assess whether it is acceptable to continue with the volunteering role, whether the activities should be changed, or whether it is the best interests for all concerned to no longer act as a volunteer. HR advice may be required.

#### **5. Information for volunteers**

As part of an induction process volunteers should be given verbal and written information about the school. This would include;

- Volunteer agreement with terms and conditions to sign which would include confidentiality
- School expectations of volunteers
- What a volunteer can expect from the school
- School vision, aims and values
- Health and safety issues e.g. what to do if there is a fire, Lock down procedures, site/premises security, access to staff room, other staff areas, hot drinks on site,
- Code of conduct (including staff behaviour codes) etc e.g. polite, courteous, self-discipline, respectful, being an appropriate role model, language, dress, rules around smoking, use of mobile phone, alcohol and illegal substances
- Child protection and Safeguarding policy, practices and responsibilities including the Prevent agenda, this could be 'signed up to' as evidence that the policy has been read and will be complied with.
- Keeping Children Safe in Education part 1 (including Annex A & C)
- 'What to do if you're worried a child is being abused' document
- Equality policy
- School Behaviour policy and Anti bullying policy
- Internet/ On-line Safety Policy and Acceptable User Policy (where appropriate)
- Guidance for safer working practice for adults who work with children and young people
- Explain the DBS requirements, that regular volunteering is subject to satisfactory clearance and the expectation that once cleared the volunteer will advise the Head teacher/line manager if their position changes e.g. if they commit an offence

#### **6. Safeguarding**

The following principles will ensure that both pupils and the volunteer are protected:

- Volunteers should be supervised by a designated member of staff. They should be working in a setting where there is always a paid member of staff present. Even where DBS checks have been undertaken, volunteers should not be left unsupervised for long periods.
- Occasional volunteers should never be left unsupervised, would not take children to the toilet or be left in charge of a small group of children on an outing away from teacher/teaching assistant/staff member supervision.
- Volunteers must be advised about physical contact with children in the same way as employed staff.
- Volunteers should use the staff toilets and staff room for any breaks rather than using the children's toilets or play areas unless separate toilets are not available.
- Volunteers must be advised that if a child discloses any information relating to potential abuse that they must bring this to the attention of the teacher/designated safeguarding lead immediately.
- All volunteers should be given a basic safeguarding briefing by the Designated Safeguarding Lead. It may also be appropriate for volunteers to attend any staff training sessions on safeguarding.

## **7. Managing the behaviours of Children**

- Volunteers should be made aware of the behaviour management policy of the school.
- Volunteers must be advised that it is not their role to discipline children.
- If a potential discipline situation occurs, even where this involves their own child, they must bring this to the attention of the teacher/staff member to resolve or if it has been dealt with at the time, as soon as possible after the incident.
- They must be advised that they must maintain their composure at all time and if things become difficult, they must immediately inform another member of staff.
- Volunteers should be advised of the anti-bullying policy and bring any situations of conflict or bullying or prejudice to the attention of the teacher/staff member.

## **8. Confidentiality**

- Volunteers must be advised that all information about the children and the school in which they are volunteering is confidential and must not be discussed outside of the school or with children, parents or other visitors to the school.
- Volunteers are asked to sign to say they have understood and agree to abide by the code of conduct of the school.
- They should not have access to school's records, children's personal details etc.
- Any information should be shared on a 'need to know' basis e.g. child's medical condition such as diabetes, ADHD where this may affect their behaviour or well-being.
- Volunteers would not usually attend staff meetings but there may be exceptions on a 'need to know' basis.
- The volunteer must not take any notes/files about children outside of the school.
- At no time should volunteers be permitted to take photographs, films or recordings of children unless on school equipment and requested to do so by a regulated member of staff. This equipment must not be taken home by the volunteer.
- Volunteers should be referred to the relevant school policy on the taking, storage and disposal of images of children.
- Volunteers should abide by the school E-Safety policy and code of conduct
- Personal mobile phones and other personal hand held electronic devices should not be brought into the classroom.

## **8. Health and safety issues**

- Volunteers must be aware of health and safety policies and procedures that are relevant and be advised how to act in an emergency situation the same as for any other staff member.
- The school must ensure that the appropriate insurances are in place for the volunteer.
- They should be made aware of which staff are first aid trained and of the process when first aid is required rather than undertake any procedure themselves.
- Volunteers should be made aware of any medical conditions for children they are working with which may require immediate intervention e.g. diabetes, epilepsy, allergies and how to respond
- Volunteers must sign in and out of the school. They must also wear an ID security badge.
- If a school is considering involving a volunteer in an activity where there could be a level of risk to themselves or to a child, a risk assessment must be undertaken as for any other member of staff and health and safety advice sought.

## **9. Supervision/mentoring/allegations**

- A volunteer should know who their 'contact' person is in the school. This person would usually be the class teacher (or appropriate staff in setting).
- The contact person should be available during their volunteer sessions to provide direct support/supervision. There should also be an opportunity for a regular volunteer to be able to discuss any concerns, their contribution, any training needs etc.
- If there are any concerns about the behaviour of the volunteer, there should be a discussion between the volunteer and their supervisor. This may need to involve advice from a manager depending on the concern. This discussion must be recorded together with any actions regarding expected change in behaviour. This will then be reviewed. If the unacceptable behaviour continues the offer of the volunteer placement will be withdrawn.
- A volunteer should know who to go to if they have a complaint or grievance, for example where there may be a conflict situation with another member of staff or volunteer. They should also know who to talk with if they have a concern about the behaviour of a member of staff or another volunteer (whistle blowing)
- If a complaint or allegation is made against the volunteer they need to be made aware of how this will be dealt with and offered appropriate support. Any allegation must be referred to a Local Authority Designated Officer (LADO) and treated as for any other member of staff.
- If a volunteer is involved in an incident outside of school/college which did not involve children e.g. domestic abuse but could have an impact on their suitability to work with children, this is known as 'transferable risk'. (see part 4, KCSIE). The school/college will need to consider what triggered these actions and could a child in the school trigger the same reaction, therefore being put at risk. This may need to include the LADO.
- If specialist skills are being offered by a volunteer, where necessary appropriate qualifications need to be checked and these activities may need to be supervised by a person who also has these specialist skills.
- Any necessary training should be made available to the volunteer through negotiation with their contact person e.g. safeguarding.
- For longer term volunteers a review process would be appropriate. However any safeguarding concerns in relation to the behaviour of the volunteer must be dealt with immediately and not wait for a review period.

## **10. Contact with children outside of school**

- Volunteers must be reminded that they are in a position of trust and that what they see, hear or are involved in whilst at school must be considered as confidential to the establishment.
- Volunteers must be actively discouraged from forming any friendship relationships with children and their families outside of school. Where people are recruited from the local community and they know some of the children, the impact of this should be talked through with the volunteer as part of their supervision.
- The volunteer must not share their personal details such as address, e mail, phone or mobile numbers or engage with pupils/children and young people, or their families, in school on social network sites. The only



exceptions to this would be where the volunteer is a relative or family friend of a child/young person. This connection must be made known to the Head of School.

- If they become aware of a situation of concern about a child from information received in the community this should be discussed with their contact person or the Head of School.

## **10. Risk assessment**

The school operates a generic risk assessment related to the presence of work experience, students, or volunteers in school. In addition to this each volunteer will have an individualised risk assessment (see appendix 1) which will be completed prior to the commencement of volunteer work within school. This will accompany the original application (appendix 2) to be a volunteer and any checks that have been undertaken.

The volunteer will also complete a volunteer agreement which will be kept on file (appendix 3)

## **11. Monitoring and evaluation**

This policy will be reviewed by the Head of School annually or sooner if required.

At every review, the policy will be approved by the Local Governing Board and the Trust Board.

## Volunteer Risk Assessment

<b>Name of volunteer:</b>
<b>Nature of volunteering work:</b>
<b>Description of planned supervision arrangements:</b>   <b>Is the volunteer expected to undertake regulated activity? Yes/ No</b> <i>If yes – DBS must be sought</i>
<b>Principle supervisee will be:</b>

## Considerations

Age(s) of pupils to be supported	
Additional needs and vulnerabilities of pupils to be supported	
Frequency volunteer will be on site (days and times)	
Does the volunteer undertake any other un/paid work with children?	
Have references been sought?	
Has identify been verified?	
IS the volunteer signed up to the DBS update service?	
Is the volunteer aware of any reason why they should not work with children?	
<b>Has a full induction been given, including:</b> <ul style="list-style-type: none"> <li>Safeguarding</li> <li>Health and safety including fire, first aid and invacuation</li> <li>Confidentiality</li> <li>Code of conduct</li> <li>Use of mobile phones</li> <li>Behaviour and anti-bullying</li> <li>Whistleblowing</li> <li>Volunteer code of conduct and agreement</li> </ul>	
<b>Name of staff member providing induction:</b>	

Volunteers who, on an unsupervised basis teach or look after children regularly, or provide personal care on a one-off basis in schools and colleges, will be in regulated activity.

The school should obtain an enhanced DBS certificate (which should include barred list information) for all volunteers who are new to working in regulated activity. Existing volunteers in regulated activity do not have to be re-checked if they have already had a DBS check (which includes barred list information).

However, schools and colleges may conduct a repeat DBS check (which should include barred list information) on any such volunteer should they have concerns.

Having considered the above information it has been determined that the volunteer named in this document requires the following level of DBS check.

Level of check to be applied for:

Additional notes (add any additional notes here)

The volunteer is aware of the reasons why we have reached the decision to request a DBS check and the level of check, they are also aware that under certain circumstances we may be required to complete rechecks or change the level of DBS check if activities change.

Signature of person completing assessment: \_\_\_\_\_

Date: \_\_\_\_\_

This assessment will be reviewed (insert date)\_\_\_\_\_

**Under no circumstances should a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity**

# Volunteer Application Form

Surname: Dr/Mr/Mrs/Miss/Miss

Previous names (if relevant):

forename(s):

Previous names:

Date of birth

Address:

E-mail:

Postcode:

Home telephone

Work telephone:

Mobile telephone:

**Times available (please tick when available):**

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Morning							
Afternoon							
Evening							

**Type of work / duties interested in undertaking:-**

### Previous paid employment or voluntary work

Please detail chronologically all previous work experience, unpaid & paid, since leaving secondary / further education

From month/year	To month/year	Place of work	Reason for leaving

### Education

Schools/College	Qualifications/training	From	To

### Explanation of any gaps

Please explain here any gaps in employment / education / training since leaving full time education

### Rehabilitation of Offenders Act 1974

Owing to the nature & location of the work, this opportunity is exempt from the provisions of the above Act, therefore, you are not entitled to withhold information which for other purposes are 'spent' under the provisions of the Act. **The Council / School will check information provided under this heading.**

Have you at any time been convicted of any criminal offence? **Yes** ☐ **No** ☐  
(including cautions, bind-overs, reprimands, warnings & any pending prosecutions)

Are you disqualified from working with children or vulnerable adults or subject to any sanctions imposed by a regulatory body e.g. GSCC? **Yes** ☐ **No** ☐

In order to comply with our **Valuing Diversity Policy**, please indicate if you **Yes** ☐ **No** ☐  
 have a disability? If YES, please give details in your application

## References

Please give the name and address of two persons from whom references may be obtained, **one of these should be your current or most recent employer**. If not currently working with children, then one reference should be from a previous employer in a child related role, if applicable. **References from friends or relatives will not be accepted.**

(1) Name:		(2) Name:	
Position held:		Position held:	
Employer <input type="checkbox"/> Non-Employer <input type="checkbox"/> (please tick)		Employer <input type="checkbox"/> Non-Employer <input type="checkbox"/> (please tick)	
Address: (including Post Code)		Address: (including Post Code)	
Telephone No:		Telephone No:	
E-mail:		E-mail:	
Fax:		Fax:	

## Data Protection Act

In accordance with the Act, you should be aware that personal details submitted with this application form, will be used only for selection and interview procedures, and for volunteering records if the application is successful. Your information will be stored securely and only accessible to relevant persons in the course of their duties.

## Declaration

I declare that, to the best of my knowledge and belief, all statements contained in this form are correct and I understand that, should I conceal any material fact, I will, if engaged, be liable to the termination of my services.

**Signature:**

**Date:**

### Volunteer Code of Conduct

Thank you for volunteering at Masfield Primary School. We value your time and skills, and it is important for our pupils to meet and work with a variety of adults. You are essential in helping the school achieve the best it can for the children.

Safeguarding our children is of paramount importance. Equally we have a responsibility to protect staff and it is important that we all follow a code of conduct in relation to our children.

Please read the following and sign at the bottom if you wish to continue volunteering.

**DONT'S:**

- Don't ever be left on your own with a child or children. Sometimes staff are so busy they might not realise – you must tell them that you cannot be left on your own with children.
- Never go into the children's bathrooms.
- Use your mobile phone anywhere - turn it off whilst with children unless you have permission otherwise.
- Never agree to make a child a "friend" on social networking sites or give them your contact details.
- Do not encourage children to be physically demonstrative – they are growing up and need to learn how to behave appropriately.
- Do not contact pupils through social media or discuss any school matter on social media
- Do not discuss any school matter at home or with friends

**DO'S:**

- Move out of the way if there is an incident, staff will be dealing with it and you should not get involved
- Talk to someone if you have seen something that you didn't understand or have concerns about
- Tell a member of staff if a child says something to you that concerns you.
- Ask staff about the appropriate way to manage a child's behaviour or how to talk to them.
- Dress appropriately remembering that our children are growing up and need help to behave appropriately.
- Enjoy yourself!

I agree to adhere to the volunteer's code of conduct

Signed..... Date.....

Print Name .....

Senior Leadership signature..... Date.....

## Volunteer Agreement

Thank you for offering your services as a volunteer at Masfield Primary School . Your offer of help is greatly appreciated and we hope that you will both gain from and enjoy your experience here.

Name of volunteer \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

Date voluntary work will commence

Date voluntary work will end \_\_\_\_\_

Outline of main tasks/activities that the volunteer will be involved in:

[illegible]

Please read and sign both copies of this volunteer agreement, return one to your supervisor and retain one for your records.

Declaration:

- I have read a copy of the school's Volunteer Policy and code of conduct and agree to adhere to this at all times.
- I agree to abide by the school's policies and procedures.
- I agree to work only as directed by school staff.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Signed \_\_\_\_\_ (member of school staff)

Position

Date \_\_\_\_\_